

Production Services LOTO Procedures

Equipment		Horizon Book Binder	
Location	Building 197B, Room 1-96	Date	3/1/2005

- 1) **Purpose:** This Lockout / Tagout (LOTO) procedure is written to ensure safe maintenance of the Horizon Book Binder. The binder uses electric motors, mechanical devices, and a heating element in the book binding process. The binder is equipped with a power switch located on the lower right front of the machine to disable the binder during maintenance and service. The electric cord is plugged into an outlet located on the wall to the right of the machine, under the counter if further LOTO is needed.
- 2) **Policy:** Maintenance of Production Services equipment is restricted to Authorized (qualified) Employees. All other repairs and service will be performed by trained BNL craft employees or by a vendor trained technician that has been contracted to service the equipment.
- 3) **Definitions:** see attached
- 4) **Procedure(s):** Use BNL EHS 1.5.1 Lockout / Tagout Requirements (see attached) and the following task specific procedures.
 - a) Caution must be taken while working around heated surfaces and hot glue. Ample time must be given to allow heated surfaces to cool.
 - b) Machine adjustments may have to be made while the binder is energized to ensure that adjustments are correct. Utmost care must be taken to ensure safe operation during servicing.
 - c) Lockout the electrical shutoff located to the right of the binder for all other adjustments, maintenance, and service.
 - d) Fuse replacement: In the even the electrical panel has to be opened to replace fuses, the following machine specific LOTO procedures must be followed to ensure employee and equipment safety. **Minimum PPE required: Long sleeved natural fiber shirt, long natural fiber pants, and non-metallic safety glasses. Step ii) below also requires voltage rated gloves and leather glove protectors.**
 - i) Unplug binder power cord from the outlet and lockout power cord plug.
 - ii) Open machine electrical panel and check that panel is de-energized by using a voltage tester. **Additional PPE required: Voltage rated gloves and leather glove protectors.**
 - iii) Replace burned out fuse(s) and/or reset circuit breaker(s).
 - iv) Close machine electrical panel.
 - v) Remove power cord lockout device and plug power cord into outlet.
 - vi) Turn on binder and check to ensure proper and safe operation.